

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DHR03712504	DATE POSTED:	09/12/16
POSITION NO:	243043	CLOSING DATE:	09/23/16
POSITION TITLE:	Project Manager (TEMPORARY)		
DEPARTMENT NAME / WORKSITE:	Department of Navajo Veterans Affairs / Navajo Veterans Housing Program, Window Rock, AZ		
WORK DAYS:	M - F	REGULAR FULL TIME:	<input type="checkbox"/>
WORK HOURS:	8 a.m. - 5 p.m.	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input checked="" type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AB64A
			\$ 40,414.40 PER ANNUM
			\$ 19.43 PER HOUR

DUTIES AND RESPONSIBILITIES:

Assist Department Manager II with the overall management process of the Navajo Veterans Housing Program, this may include fiscal/property management, contract administration, personnel management, budget administration, general construction accounting, records management and the development of various reporting procedures and guidelines. Organize, implement and coordinate a NVHP construction operations room; Collaborate and supervise on-site Construction Supervisors to achieve organizational goals and objectives. Manage the NVHP Budget Status and Expenditure reports; through he Department Manager II perform budget adjustments and transfers as needed; ensure each agency complies with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; provide clarification and interpretation of NNHP legislation, policy and the strategic management plan. Shall comply with all pertinent laws regarding fiscal matters; review and comply with Navajo Nation Procurement Laws. Communicates regularly on program and/or project activities through reports, presentation and meetings; provides technical assistance to agency field offices, other departments and tribal entities; interprets relevant policies, procedures and standards.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Project Management, Construction Management or closely related field; and two (2) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of fundamental principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering.
Knowledge of the methods and practices used in the design and construction of capital projects.
Knowledge of project planning, scheduling and budgeting.
Knowledge of project management practices and procedures.
Knowledge of Navajo Nation laws, rules, regulations and guidelines related to construction, maintenance, and repair of residential housing.
Knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines.
Knowledge of construction material specifications and qualities.
Skill in responding to requests for construction and technical assistance of housing construction projects.
Skill in using effective verbal and written communication skills in the development of reports, presentations, training and information.
Skill in designing, developing, implementing and overseeing multiple housing construction projects.
Skill in ensuring compliance with safety, health and environmental protection rules and regulations.
Skill in safely inspecting housing construction site for compliance with construction specifications.
Skill in overseeing and managing housing construction costs.
Ability to determine adherence to specifications on a variety of construction jobs.
Ability to compute quantities, make cost estimates and evaluate bids and change orders.
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Ability to monitor project status, schedules and budgets.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.